

# Summary of Evidence: Submitting TPGES Quick Reference Card

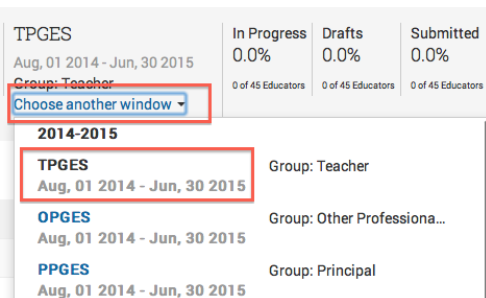
## CIITS: Submitting Summary of Evidence for TPGES

For additional details on the summative evaluation process, please visit:  
<http://education.ky.gov/teachers/PGES/TPGES/Pages/TPGES-Summative-Evaluation-Process.aspx>

1. Roll your cursor over **Educator Development** on the navigation bar and click **Summary of Evidence Progress** under Tools and Reports



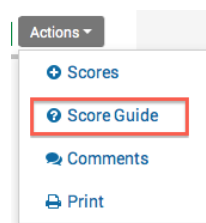
2. Click **Choose another window** and click **TPGES** (this window may already be selected for you by default)



3. Click on a Teacher's name to open the Summary of Evidence form

Educator Name ^	Review Status ^
ANDRADE, JOAN	Not Started
ARMSTRONG, ERONA	Not Started
AYALA, MAX	Not Started
DALTON, BROOKLIN	Not Started

4. Use the **Actions** button to access the **Score Guide** to view the State Decision rules on assigning ratings



**TPGES & OPGES DECISION RULES FOR SUMMATIVE EVALUATION**

Minimum Criteria for Determining an Educator's Professional Practice Rating		State Overall Decision Rules for Determining an Educator's Overall Performance Category		
IF	Then:	PROFESSIONAL PRACTICE RATING	STUDENT GROWTH TREND RATINGS	OVERALL PERFORMANCE CATEGORY
Domains 2 AND 3 are rated INEFFECTIVE	Professional Practice rating shall be INEFFECTIVE	Exemplary	High OR Expected	EXEMPLARY
Domains 2 or 3 are rated INEFFECTIVE	Professional Practice rating shall be DEVELOPING or INEFFECTIVE		Low	ACCOMPLISHED
Domains 1 or 4 are rated INEFFECTIVE	Professional Practice rating shall NOT be EXEMPLARY	Accomplished	High Expected	ACCOMPLISHED
Two Domains are rated DEVELOPING, and two Domains are rated ACCOMPLISHED	Professional Practice rating shall be ACCOMPLISHED		Low	DEVELOPING
TWO Domains are rated DEVELOPING, and two Domains are rated EXEMPLARY	Professional practice rating shall be ACCOMPLISHED	Developing	Expected OR Low	DEVELOPING
Two Domains are rated ACCOMPLISHED, and two Domains are rated EXEMPLARY	Professional Practice rating shall be EXEMPLARY	Ineffective	High Expected OR Low	INEFFECTIVE

For additional information on the summative evaluation process, click here:  
<http://education.ky.gov/teachers/PGES/TPGES/Pages/TPGES-Summative-Evaluation-Process.aspx>  
 Click Here to access the preparation checklist for the Summative Evaluation Process

5. Use the **Actions** button to access the **Scores** page where you can select domain scores, group scores, and an overall score. When you are finished entering ratings for each score, click the **Save** button

The screenshot shows the 'Scores' page with an 'Actions' dropdown menu open on the left. The 'Scores' option is highlighted with a red box. The main content area lists several rating categories, each with a 'Select Score' dropdown. The categories are numbered 1 through 9. A red arrow points to the '1 Planning & Preparation' category with the text 'Begin Here'.

Number	Category	Action
9	Overall Score	Select Score
5	Overall Professional Practice Group	Select Score
1	Planning & Preparation	Select Score
2	The Classroom Environment	Select Score
3	Instruction	Select Score
4	Professional Responsibilities	Select Score
8	Overall Student Growth Group	Select Score
6	Student Growth - Local Contribution	Select Score
7	StudentGrowth - StateContribution	Select Score

**Note:** It is important to note the order in which the items are listed. You may wish to **start with Planning & Preparation** to enter all domain scores prior to entering the Overall Professional Practice (Group) score. One would then enter local and state contribution rating prior to entering the Overall Student Growth (Group). The final rating one would enter is, Overall Score, the educator's overall performance category rating.

6. Use the **Actions** button to enter **Comments** (optional) for any of the ratings you entered.

The screenshot shows the 'Actions' dropdown menu with the 'Comments' option highlighted by a red box.

7. Click the comment selector to choose which rating you would like to comment on. After you enter your comment, click **Save**.

The screenshot shows the 'Overall Comment' dropdown menu. The 'Overall Professional Practice' option is highlighted with a blue bar. To the right, a list of sub-categories is visible: 'Planning & Preparation', 'The Classroom Environment', 'Instruction', and 'Professional Responsibilities'.

8. Use the **Actions** button and click **Submit Final** when you are ready to complete the summative evaluation. Once you Submit Final, the teacher will be able view the evaluation and you will no longer be able to make edits

The screenshot shows the 'Actions' dropdown menu with the 'Submit Final' option highlighted by a red box.

9. Use the **Actions** button to **Print** the completed form if you would like to keep a paper copy

The screenshot shows the 'Actions' dropdown menu with the 'Print' option highlighted by a red box.